

**APPLICATION FOR A CERTIFICATE OF NATURALISATION BY A
NATURALISED IRISH CITIZEN ACTING ON BEHALF OF HIS/HER MINOR CHILD****IMPORTANT! PLEASE READ CAREFULLY**

DO NOT SUBMIT YOUR APPLICATION FORM WITHOUT SIGNING AND DATING THE DECLARATION AND ENCLOSING ALL OF THE REQUIRED DOCUMENTATION SPECIFIED BELOW. IF DOCUMENTS ARE MISSING, IF COPIES OF CERTIFICATES ARE NOT CERTIFIED AS TRUE COPIES OF ORIGINALS, OR IF THE FORM IS NOT FULLY COMPLETED, YOUR APPLICATION WILL BE REFUSED AS THE REQUIREMENTS OF SECTION 17 OF THE 1956 ACT HAVE NOT BEEN SATISFIED AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.

CERTIFIED COPIES:

You are required to include certified copies of certain documents listed below with your application. In order to make a certified copy, you must take your original certificates/documents to your solicitor or a notary public, commissioner for oaths or peace commissioner and ask them to make a photocopy of each document and certify that it is a true copy of the original i.e. stamp and sign it "True copy of the original".

- If certificates/documents are not in English or Irish, a translation by a professional translator is required. A photocopy of the translation as well as the photocopy of the original document must be certified by a notary public, commissioner for oaths, peace commissioner or solicitor as being a true copy of the original. Please note that these documents may be authenticated with authorities in the issuing country.

Please note your child should generally have 3 or more years residence in the State prior to the date of application.

Please re-check the application form and ensure that all questions on the form have been answered.

Please enclose all of the following documents with your application:

- A copy of your naturalisation certificate.
- A certified copy of your child's original civil birth certificate and, if it is in a language other than English or Irish, a certified copy of a translation into English.*
- Certified colour copy of the page of your child's current passport/travel document containing his/her photograph.*
- A copy of the letter granting refugee status for your child if applicable.
- School letters from each school attended by your child from their date of arrival to date of application. The school letters must show enrolment dates and periods of attendance.
- If you do not have school letters to show that your child attended school for 3 years (as the minor was not of school going age) then please submit the following documents:
 - (1) A letter from the Department of Social Protection stating that you are in receipt of child benefit for the child and when payment commenced.
 - (2) A letter from your doctor stating that your child is registered with the practice, the date your child was first registered and the dates your child attended the surgery.
- The Statutory Application Fee of €175. This should be in the form of a banker's draft or postal order payable to the Secretary General, Department of Justice and Equality. Please note that this is non-refundable and is required for each application for a certificate of naturalisation.

If you:

- have not completed all questions on the application form or you have not inserted your full name and signed the Statutory declaration in the presence of an approved witness, then your application will be refused as the requirements of Section 17(a) of the Irish Nationality and Citizenship Act 1956, as amended have not been met;
- have not enclosed the required documentation to support your application, then it will be refused as the requirements of Section 17(b)(ii) of the Irish Nationality and Citizenship Act 1956, as amended have not been met. However, this decision will be delayed for 4 weeks, in order to afford you a further opportunity to provide the omitted documentation;
- have not enclosed the Statutory Application Fee of €175, then your application will be refused under Section 17(b)(i) of the Irish Nationality and Citizenship Act 1956, as amended. No assessment of your application will be undertaken.

If a decision is made on your application as the requirements of section 17 of the Irish Nationality and Citizenship Act 1956 have not been satisfied then that is the final action on that application. There is no provision under the Irish Nationality and Citizenship Act 1956, as amended, for appeal of decisions on applications for a certificate of naturalisation. However, you can re-apply at any time, but will be required to submit the application fee for all such applications.

DETAILED GUIDANCE ON FILLING OUT THE APPLICATION FORM

Section 1: Naturalised Parent Details

- 1.1 Write your full name
- 1.2 Write your Date of Birth as recorded on your Birth Certificate
- 1.3 Write the place and country in which you were born as recorded on your Birth Certificate
- 1.4 Write the number on your Naturalisation Certificate. This is in the format Number/Year
- 1.5 Write the date you were naturalised as recorded on your Naturalisation Certificate
- 1.6 Write your Person Identity Number: (69/12345/12 old style or 123456-12 new style ID issued from Oct 2011)

Section 2: Minor's Details

- 2.1 Write your minor child's first/given name
- 2.2 Write your minor child's last/family name
- 2.3 Write his/her mother's birth last name (if you are the child's mother this is your family name at birth)
- 2.4 Write your child's Place and Country of birth as recorded on his/her Birth Certificate
- 2.5 Write your child's Date of birth as recorded on his/her Birth Certificate
- 2.6 Tick the box that indicates your child's gender
- 2.7 Write your child's present Nationality
- 2.8 Write your child's PPSN (Personal Public Service Number) which is provided by the Department of Social Protection.
- 2.9 Write your child's Person Identity Number. (e.g. 69/1234/12 old version or 123456-10 new version from Oct 2011).
- 2.10 If your child has refugee status, tick yes. If your child does not have refugee status, tick no.

Section 3: Residential Address (Parent and Minor)

- 3.1 Write the current address at which you reside.
- 3.2 Write your e-mail address if you have one.
- 3.3 Write your day-time telephone number. (This is the number at which you can be reached during normal business hours i.e. 9.00am to 5.00pm)
- 3.4 Write your evening telephone number if you have one.
- 3.5 Write your mobile telephone number if you have one.

Section 4: Residency Details (Minor)

- 4.1 Write the date when your minor child first arrived in the State
- 4.2 Write your minor child's Passport Number at the time of arrival in the State
- 4.3 State the number of years that your minor child has been resident in the State

Section 5: Education Details (Minor)

- 5.1 Provide the name of the school that your child is attending
- 5.2 Provide the date that your child was enrolled in this school
- 5.3 Write all of the periods that your child has attended the school since enrolment.

YOU MUST COMPLETE ALL SECTIONS OF THE APPLICATION FORM IN FULL AND YOU MUST SIGN AND DATE THE APPLICATION FORM.

*NOTE RE IDENTITY DOCUMENTS

Acceptable identity documents are birth certificates and passports. If you do not have your child's birth certificate or passport then you should get them from the relevant authorities in the country of origin **before** making an application for a certificate of naturalisation. A passport may be accepted in lieu of a birth certificate, where there are satisfactory reasons why the birth certificate cannot be produced. Please note that provision of both documents will help us process your application faster.

Use of Birth Affidavit

In certain limited circumstances an affidavit may be accepted in lieu of a Birth Certificate, where the certificate is not available and cannot be obtained. Please note that this is only accepted in exceptional circumstances. If you are not in possession of or have lost your child's birth certificate, an affidavit will NOT be accepted. You must obtain the certificate from the relevant authorities before applying.

NOTE:

THIS FORM IS ONLY FOR APPLICATIONS BY A NATURALISED IRISH CITIZEN FOR HIS OR HER CHILD WHERE THE CHILD IS AGED UNDER 18 YEARS. IF THE CHILD IS 18 YEARS OR OVER, THEY SHOULD APPLY IN THEIR OWN RIGHT (FORM 8)



APPLICATION FOR A CERTIFICATE OF NATURALISATION (BY A NATURALISED IRISH CITIZEN ACTING ON BEHALF OF HIS/HER MINOR CHILD

Please note before completing the form:

Ensure that the information you provide is true and correct. Section 29A of The Irish Nationality and Citizenship Act 1956, as amended, provides that a person who knowingly or recklessly makes a declaration under this Act, or a statement for the purposes of any application under this Act that is false or misleading in any material respect, shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding €3,000 or imprisonment for a term not exceeding 12 months, or to both, or on conviction on indictment to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years, or to both. A certificate of naturalisation may be revoked if the certificate was procured by fraud, misrepresentation, (whether innocent or fraudulent), or concealment of material facts or circumstances.

- Use a black pen. PRINT IN BLOCK CAPITALS
Cross out any errors and initial any changes
Do not use correction fluid
Please complete a separate form for each child

Date Received - Office Use Only

1. NATURALISED PARENT'S DETAILS

1.1 FULL NAME:

[Text box for full name]

1.2 DATE OF BIRTH:

DAY MONTH YEAR

1.3 PLACE AND COUNTRY OF BIRTH:

[Text box for place and country of birth]

1.4 NATURALISATION CERTIFICATE NUMBER:

[Text box for naturalisation certificate number]

1.5 DATE OF NATURALISATION:

DAY MONTH YEAR

1.6 PERSON IDENTITY NUMBER:

[Text box for person identity number]

Please supply a copy of the Naturalisation Certificate with this application

2. MINOR'S DETAILS

2.1 GIVEN/FIRST NAME(S):

[Text box for given/first name(s)]

2.2 FAMILY/LAST NAME:

[Text box for family/last name]

2.3 MOTHER'S BIRTH LAST NAME:

[Text box for mother's birth last name]

2.4 PLACE AND COUNTRY OF BIRTH:

[Text box for place and country of birth]

2.5 DATE OF BIRTH:

DAY MONTH YEAR

2.6 GENDER:

MALE [checkbox] FEMALE [checkbox]

2.7 PRESENT NATIONALITY:

[Text box for present nationality]

2.8 PPS NUMBER: (Personal Public Service Number)

[Text box for PPS number]

2.9 PERSON IDENTITY NUMBER:

[Text box for person identity number]

2.10 DOES YOUR MINOR CHILD HAVE REFUGEE STATUS?

YES [checkbox] NO [checkbox]

Please supply a photocopy of your minor child's original Long Form Civil Birth Certificate that has been certified to be a true copy of the original by a notary public, commissioner for oaths, peace commissioner or solicitor

3. RESIDENTIAL ADDRESS (PARENT AND MINOR)

3.1 PRESENT ADDRESS:

3.2 EMAIL ADDRESS:

3.3 DAYTIME TELEPHONE NUMBER:

3.4 EVENING TELEPHONE NUMBER:

3.5 MOBILE NUMBER:

4. RESIDENCY DETAILS (MINOR)

4.1 DATE OF ARRIVAL IN IRELAND:

DAY	MONTH	YEAR
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4.2 PASSPORT NUMBER:

4.3 NUMBER OF YEARS RESIDENT IN THE STATE:

5. EDUCATIONAL DETAILS (MINOR)

5.1 NAME OF SCHOOL

5.2 DATE OF ENROLMENT:

DAY	MONTH	YEAR
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5.3 PERIODS OF ATTENDANCE:

FROM	TO

Please supply a letter from each school that your minor child has attended while resident in the State from date of arrival to the date of this application showing enrolment dates and periods of attendance. If your child has attended school for less than 5 years please provide (a) a letter from the Department of Social Protection stating that you are in receipt of Child Benefit for the minor child and the date the payment commenced and (b) a letter from your doctor stating that your child is registered with the practice, the date your child was first registered and the dates your child attended the surgery.

I, , being the parent of the person to whom the particulars given above relate, hereby apply on his / her behalf to the Minister for Justice and Equality for a certificate of naturalisation.

SIGNATURE OF PARENT:

DATE OF APPLICATION:

DAY	MONTH	YEAR
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PLEASE NOTE:

IF YOU SUBMIT THE APPLICATION FORM WITHOUT ALL OF THE REQUIRED DOCUMENTATION OR IF PHOTOCOPIES OF CERTIFICATES ARE NOT CERTIFIED AS TRUE COPIES OF THE ORIGINALS OR IF THE FORM IS NOT FULLY COMPLETED OR IF THE STATUTORY DECLARATION HAS NOT BEEN COMPLETED CORRECTLY, YOUR APPLICATION WILL BE REFUSED AS THE APPLICATION REQUIREMENTS UNDER SECTION 17 OF THE IRISH NATIONALITY AND CITIZENSHIP ACT 1956, AS AMENDED, ARE NOT SATISFIED AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.

PLEASE ENSURE THAT:

- YOU HAVE ANSWERED ALL QUESTIONS IN THIS FORM**
Please re-check your application and ensure that all questions on the form are answered. Ensure you are completing the current version of the form by downloading it from the Irish Naturalisation and Immigration Service website at www.inis.gov.ie.
If the question is not applicable to you, please answer with n/a (all questions must be answered). Failure to fully complete the currently prescribed form will result in your application being refused as application requirements under section 17(a) of the Irish Nationality and Citizenship Act 1956, as amended, have not been satisfied.
- YOU HAVE ENCLOSED ALL REQUIRED DOCUMENTATION WITH THIS FORM**
Please re-check to ensure that you have all of the required documentation/certified copies of documentation available to include with your application. Failure to submit required documentation will result in your application being refused as application requirements under section 17(b)(ii) of the Irish Nationality and Citizenship Act 1956, as amended have not been satisfied.
- YOU HAVE ENCLOSED THE STATUTORY APPLICATION PROCESSING FEE OF €175.**
Failure to enclose the prescribed fee will result in your application being refused under Section 17(b)(i) of the Irish Nationality and Citizenship Act 1956, as amended.
- ALL PHOTOCOPIES OF CERTIFICATES ARE CERTIFIED I.E. STAMPED AND SIGNED “TRUE COPY OF THE ORIGINAL” BY A SOLICITOR, COMMISSIONER FOR OATHS, NOTARY PUBLIC OR PEACE COMMISSIONER**
- YOU HAVE ENCLOSED COPIES OF CERTIFIED TRANSLATIONS OF ANY DOCUMENTS WHICH ARE IN A LANGUAGE OTHER THAN ENGLISH OR IRISH**
- YOU HAVE SIGNED AND DATED THE DECLARATION SECTION.**

PLEASE BE AWARE THAT ONLY VALID APPLICATIONS, FULLY COMPLETED WITH ALL REQUIRED SUPPORTING DOCUMENTATION AND STATUTORY APPLICATION FEE ENCLOSED, ARE ACCEPTABLE. DEFICIENT APPLICATIONS WILL BE REFUSED. THE STATUTORY APPLICATION FEE IS NON-REFUNDABLE IN ALL CASES AND MUST ACCOMPANY EVERY APPLICATION FOR A CERTIFICATE OF NATURALISATION.

PLEASE POST THE FULLY COMPLETED FORM, FEE AND ALL REQUIRED DOCUMENTATION TO:

**CITIZENSHIP APPLICATIONS F9,
IRISH NATURALISATION AND IMMIGRATION SERVICE,
HEFFERNAN HOUSE,
DUNDRUM ROAD,
TIPPERARY TOWN.**